

Instruction Manual
Part 19

Industry and Occupation Coding
for Death Certificates, effective **1999**

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U. S. Department of Health and Human Services
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INSTRUCTIONS FOR
INDUSTRY AND OCCUPATION CODING
FOR DEATH CERTIFICATES, EFFECTIVE **1999**

SECTION I - INTRODUCTION

The following procedures were developed to provide State and Local health and vital statistics agencies with a uniform system for coding Industry and Occupation (I&O) entries reported on death certificates. These procedures were adapted from the 1990 Census Industry and Occupation classification systems. Any changes or additions, included in the **1999** edition are highlighted in ***bold italic*** print.

This manual is designed for use in conjunction with the Alphabetical Index of Industries and Occupations, U.S. Bureau of the Census, which is now available as Instruction Manual Part 19B from the National Center for Health Statistics. The Index contains a comprehensive list of approximately 21,000 industry and 30,000 occupation titles with appropriate codes. It is updated periodically as new titles are accumulated from continuing surveys. **This edition has been updated for clarification of content.**

SECTION II - GENERAL CONCEPTS

A. Industry

"Industry" is defined as the kind of activity at a person's place of work. Typical places of work are factories, shoe stores, hotels, or banks. Industries are classified into activities such as goods production, distribution, or services. Some of the kinds of goods producing industries are agricultural production, construction, and manufacturing. For manufacturing, classification is based on the kind of goods made such as canned vegetables, furniture, lawn mowers, or aircraft engines. Distribution includes not only transportation but wholesale and retail trade. Some of the service industries are barber shops, laundries, hospitals, and law offices.

The latest industrial classification (which is used to organize the industry section of the Alphabetical Index) contains 236 detailed categories classified into 13 major groups. The industry codes, which are distinct numbers from those used as occupation codes, usually end with digits 0, 1, or 2. However, there are six codes which are exceptions to this end digit rule. These industry codes end with the digit 3. The industrial classification also includes a special category for active duty military (see next page).

B. Occupation

"Occupation" is the kind of work a person did at his or her place of work. These jobs are described in many ways. Some are bakers, bank tellers, civil engineers, and parking lot attendants. The occupational classification (which is used to organize the occupation section of the Alphabetical Index) has 501 categories which are arranged into 6 summary and 12 major groups (including an expanded military group). For death certificate coding, several additional categories have been added to cover entries such as volunteer, student, housewife, and "never worked" that are not in the Index. The occupational classification section also includes a special category for active military occupations (see page 4).

Industrial Classification System

Summary Groupings and Major Sub-Groups

AGRICULTURE, FORESTRY, AND FISHERIES **(010-032)**

MINING **(040-050)**

CONSTRUCTION **(060)**

MANUFACTURING **(100-392)**

Non-durable goods **(100-222)**

Durable Goods **(230-392)**

TRANSPORTATION, COMMUNICATIONS, AND OTHER PUBLIC UTILITIES **(400-472)**

WHOLESALE TRADE **(500-571)**

Durable goods **(500-532)**

Non-durable goods **(540-571)**

RETAIL TRADE **(580-691)**

FINANCE, INSURANCE AND REAL ESTATE **(700-712)**

BUSINESS AND REPAIR SERVICES **(721-760)**

PERSONAL SERVICES **(761-791)**

ENTERTAINMENT AND RECREATION SERVICES **(800-810)**

PROFESSIONAL AND RELATED SERVICES **(812-893)**

PUBLIC ADMINISTRATION **(900-932)**

MILITARY **(940-960)**

Occupational Classification System

Summary Groupings and Major Sub-Groups

MANAGERIAL AND PROFESSIONAL SPECIALTY OCCUPATIONS **(003-199)**

Executive, administrative, and managerial occupations **(003-037)**

Professional specialty occupations **(043-199)**

TECHNICAL, SALES, AND ADMINISTRATIVE SUPPORT OCCUPATIONS **(203-389)**

Technicians and related support occupations **(203-235)**

Sales occupations **(243-285)**

Administrative support occupations, including clerical **(303-389)**

SERVICE OCCUPATIONS **(403-469)**

Private household occupations **(403-407)**

Protective service occupations **(413-427)**

Service occupations, except protective and household **(433-469)**

FARMING, FORESTRY, AND FISHING OCCUPATIONS **(473-499)**

PRECISION PRODUCTION, CRAFT, AND REPAIR OCCUPATIONS **(503-699)**

OPERATORS, FABRICATORS, AND LABORERS **(703-889)**

Machine operators, assemblers, and inspectors **(703-799)**

Transportation and material moving occupations **(803-859)**

Handlers, equipment cleaners, helpers, and laborers **(864-889)**

MILITARY OCCUPATIONS **(903-905)**

C. Industry and Occupation Codes

Each of the industry and occupation categories have been assigned a three digit code. Industry codes end in digits 0, 1, or 2 plus six codes which end with the digit 3. These are 623, 633, 663, 863, 873, and 893. Other than these six exceptions, all other codes ending with the digit 3 are occupation codes. Occupation codes end in digits 3 to 9. Generally there are four exceptions to this rule: 461, 462, 021, and 022 are also occupation codes.

D. Problem Cases

Some entries require more detailed instructions than those included in this manual or the Part 19B (Alphabetical Index) manual. These problem cases require additional research or reference to other documents in order to determine the appropriate codes. State procedures vary as to the method of handling these problem cases. In some instances they are referred to a supervisor or senior coder for final resolution. In other cases the production coder makes the final decision as to the code assignments. In either event, the references and procedures contained in Section IX (pages 61-73) should be used.

1. Misspelled Words

There will sometimes be misspelled words on the certificates. Try to determine the correct spelling before using or attempting to use the Index since the Index does not take into account variations due to spelling errors. If the entry cannot be found under the assumed spelling, refer to the additional procedures in Section IX (pages 61-73).

2. Reversed Entries

At times the I&O responses may be reversed. That is, an occupation response may be found in the industry question or an industry response in the occupation question. When this occurs, code as if the responses were in their correct location. Always code industry even if the industry response is entered in the occupation question. The same is true for occupation, code occupation even if the occupation response is entered in the industry question.

SECTION III - INTRODUCTION TO THE ALPHABETICAL INDEX

A. General Coverage

1. The Alphabetical Index of Industries and Occupations (Part 19B) lists industry and occupation titles which have been reported in earlier censuses and surveys and covers those titles used most often in the economy. The Index is the primary reference for codes. Sometimes the title being looked for is not listed in the Index because new industries and occupations are constantly being developed. This may also be attributed to new titles for existing industries and occupations.
2. The Index is divided into two parts: Industry and Occupation.

B. Alphabetization

The titles listed in the Index are arranged alphabetically similar to the "word system" used in telephone directories and encyclopedias. In this "word system," the order of entries is based on the alphabetical order of one word at a time, without regard to the first letter of subsequent words. This is in contrast to the alphabetic letter system used in dictionaries where the first and second words, if any, are treated as one word. The following are selected titles from the Index with the same titles alphabetized using the letter system.

Word System used in Alpha Index

Art dealer (ret.)
Art gallery
Art supplies (ret.)
Artesian wells (const.)
Artichokes, bottled (mfg.)

Letter System used in Dictionary

Art dealer (ret.)
Artesian wells (const.)
Art gallery
Artichokes, bottled (mfg.)
Art supplies (ret.)

C. Cross Indexing

1. Many titles listed in the Index contain two or more words. Multi-word titles can appear on the certificates in various word orders, e.g., "canning vegetables" or "vegetable canning." In most cases, the multi-word titles are listed in the Index in all possible orders. However, some multi-word titles are listed only once in the Index. For example, the title "Frozen dinners, packaged (mfg.)" is not listed again as "Packaged frozen dinners (mfg.)."
2. If a particular order of multi-word industry titles cannot be found in the Index, it may be listed in another way. Thus, it is necessary to try all combinations of words before deciding that the title is not listed.

SECTION IV - THE INDUSTRY SECTION OF THE ALPHABETICAL INDEX

Industry titles in the Index are arranged alphabetically with corresponding codes.

A. A Typical Industry Title

Dry Cleaning	771
--------------------	-----

For an industry entry on the certificate of "Dry Cleaning," enter the code "771" in the industry space.

B. Abbreviations Following Industry Titles

The following abbreviations are used in the Index with certain industry titles and are considered an essential part of the title:

- 060 (Const.) - for such words as **construction, building, excavating, etc.**
- 040-050 (Ext.) - for such words as **mineral extracting, coal mine, oil well, rock quarry, mining, etc.**
- 100-392 (Mfg.) - for such words as **manufacturing, factory, mill, plant, processing, etc.**
- 500-571 (Whsl.) - for such words as **wholesaling, wholesale company, wholesale store, warehouse, distribution center, etc.**
- 580-691 (Ret.) - for such words as **retailing, retail store, retail shop, selling, etc.**
(Note difference between retired and retail.)

For example:

Acetylene gas (mfg.)	192
Acetylene gas (whsl.)	541

Certificate entries such as "Acetylene gas factory" and "Acetylene gas plant" are coded "192." On the other hand, entries such as "Wholesale acetylene gas company" and "Acetylene gas wholesaling" are coded "541."

C. Residual Lines

These lines are usually the last line following a list of specific industry titles. Typical residual lines are:

1. In the industry section of the Index, the phrase "Any not listed above (mfg.*)" sometimes appears following the industry title. The code for this line is for either specified or unspecified manufacturing industries not shown in the preceding list.

For example:

Elevators, aircraft (mfg.)	352
Elevators, farm (mfg.)	311
Elevators, any not listed above (mfg.)	312

In the example, the code for "Elevators, any not listed above (mfg.*)" would apply to an entry of either "Hotel elevators (mfg.*)" or "Office elevator factory," since these are not listed separately.

The industry response must indicate manufacturing to use the residual line, "Any not listed above (mfg.)*."

Similarly, residual lines of "Any not listed above," without a major industry abbreviation (i.e., const., ext., etc.) following the title are to be used for either specified or not specified industries not shown in the preceding list when there is no indication of manufacturing.

For example:

Inspection Service, automobile	751
Inspection Service, transportation	432
Inspection Service, any not listed above	741

In the example above, the code for "Laundry inspection service" would be coded to "741" since laundry service is not shown in any of the preceding lines.

2. The Index also lists titles followed by the term "exc.," which cover all the cases "except" the preceding line. For example, the Index shows:

<i>Shoe heels, plastic (mfg.)</i>	<i>212</i>
<i>Shoe heels, exc. plastic and rubber (mfg.).....</i>	<i>221</i>

Code companies that manufacture shoe heels other than plastic, such as "Shoe heels, suede (mfg)" from the "exc." Index line; assign code "221" for industry. When the industry response is not specific enough, use the residual line.

3. Some industry titles in the Index end with the letters "n.s.," which stands for "not specified." Use these codes when the industry is not specific. For example, the Index lists:

Aluminum, chloride (mfg.)	192
Aluminum, ware (ret.)	631
Aluminum, n.s. (mfg.)	272

When the industry entry is not specified, use the residual "n.s." line. For example:

Industry - Able's Aluminum plant

Code "272" for the not specified aluminum manufacturing plant.

4. Occasionally a residual line with the term "without" following the title in the Index with an activity description appears.

For example:

Homes & Institutions with medical care	832
Homes & Institutions without medical care	870

Institution, with medical or nursing care	832
Institution, without medical or nursing care	870

Another type of residual line contains the term "Any not listed above, electric, exc. mfg.". This is to be used when a non-manufacturing,

electric industry is not described in the preceding list or when the industry does not specify manufacturing. Similarly, use the residual line "Any not listed above, exc. electric or mfg." for non-electric and non-manufacturing industries as well as not specified industries. For example:

Repairing or Repair Shop	
Any not listed above, electric, exc. mfg.	752
Any not listed above, exc. electric or mfg.	760

D. Self-Employed (***Self Occupation***)

The Index includes a boldface heading of "***self occ.***" in the industry section. To save time in coding, this listing includes two codes. The first code is the industry code and the second is the occupation code. By using the instructions in this paragraph and the "self-occ." title combination, both the industry and occupation can be coded at the same time without referring to the occupation section of the Index. If the self-employed occupation is not listed in this section of the Index, code the industry and occupation separately.

For example, the first three Index lines in this section are:

<i>Self occ.</i>	Ind.	Occ.
Abstracter	712	234
Accountant	890	023
Actuary	893	066

If the industry entry is "Self-employed" and the occupation is "Abstracter," code "712" for industry and "234" for occupation. Many times the funeral director will enter "Self-employed" either to the industry or occupation question, and then report an occupation. Code such entries using the "***self-employed***" special cases for industry (see page 31).

"Self-employed" and "owner" are not always the same. If decedent worked at the trade, code to the trade. If self-employed and trade can not be determined, code as owner.

E. Class of Worker Restrictions

There are a few industry titles in the Index that have a "class of worker restriction." Some of these titles are commonly found under the government (City, State, U.S.) runs. The class of worker abbreviations used in the Index are as follows:

- PR = worked for a private company, business or individual for wages, salary, or commission
- PR NON = worked for a private not-for-profit, tax exempt, or charitable organization.
- GOV = worked for the government, subcategories sometimes seen are:
- FGOV = federal
SGOV = state
LGOV = local (city, county, etc.)
- OWN = worked in own business, professional practice, or farm
- OBNI = Own business not incorporated
OBI = Own business incorporated
- WP = worked without pay in family business or farm.

Although the class of worker entry helps to determine the proper industry code, the death certificate does not have a place for class of worker. Therefore, if the Index shows PR and GOV restrictions as in the following example, use these instructions to code the entry on the certificate.

For example:

City	
Urban Renewal Planning GOV	930
Urban Renewal Planning PR	892

Use the code for the "GOV" line only if the person appears to have worked for the Government. This assumption is based upon all of the I&O entries being considered. **Use the PR line if this assumption cannot be made since most workers are in private industry.**

For Index listing of OBNI and OBI, use the OBNI entry when there is no indication on the certificate whether the decedent owned an incorporated or unincorporated business. Restrictions for OWN (OBNI or OBI) will be covered further on page 40.

F. Instruction Lines

There are several titles and lines in the industry section of the Index in boldface print that do not have codes but present instructions to look elsewhere in the Index for a specific code. These are instruction lines. For example:

Filling Station--See "Service Station"

If the industry entry is "filling station," the correct procedure would be to look for "Service Station" and code the industry "621." Another example is:

Municipal--See "City"

Municipal is local self-government; therefore, look under the "City" run for the type of government specified in the Industry question.

G. Company Name Lists

Although death certificates usually do not ask for company names, funeral directors sometimes will enter a company name instead of the kind of industry. If the type of industry cannot be determined from the company name or industry description, refer to the additional procedures in Section IX. In some States, there will be lists of company names available with industry codes. Instructions for using these lists will vary by state.

H. Other Entries

Military, non-paid workers and non-workers are other important entries included as "special cases" in the instruction manual.

SECTION V - INSTRUCTIONS FOR CODING INDUSTRY ENTRIES

A. Basic Concepts

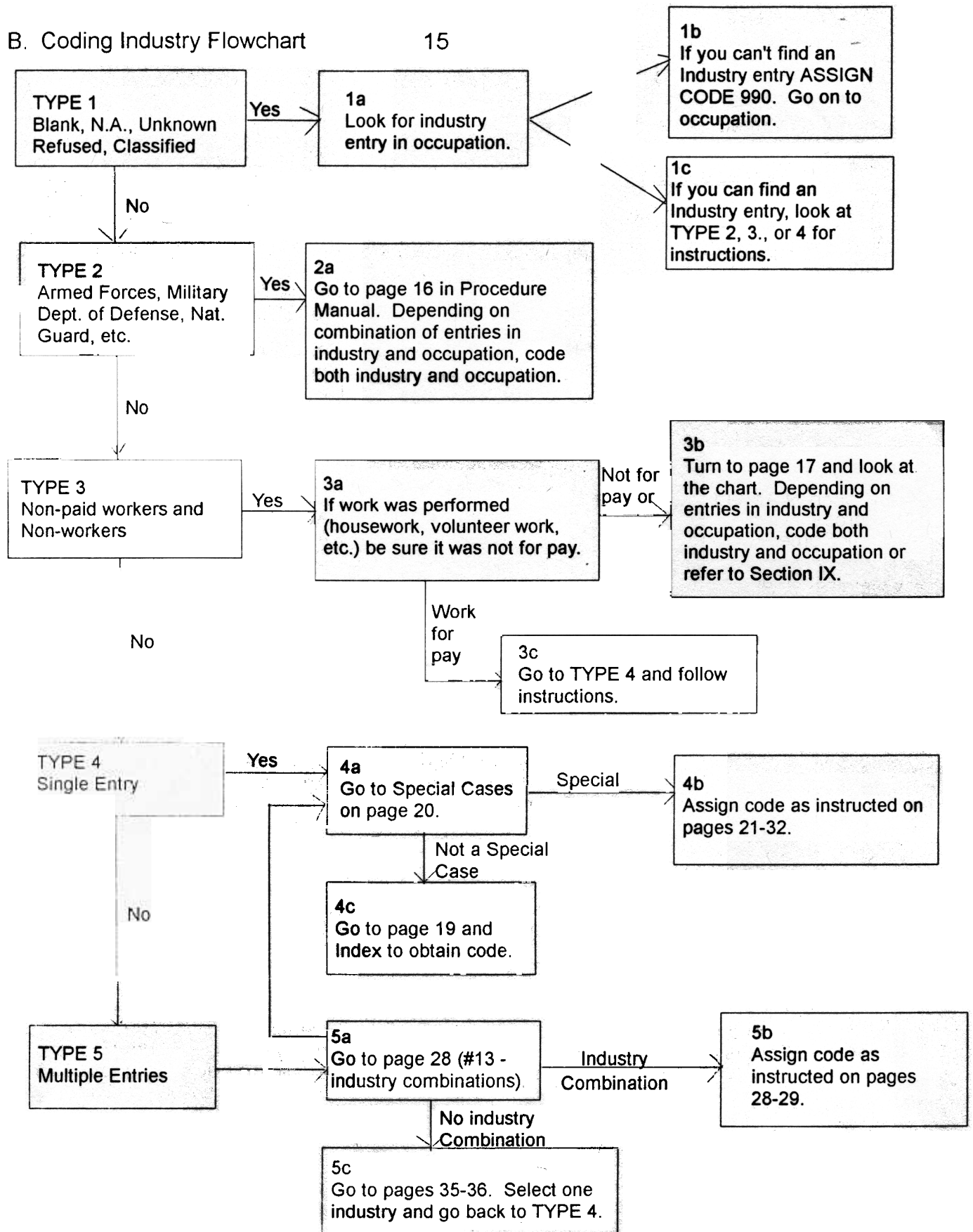
Always start with industry first before coding occupation, even though occupation usually comes first on the death certificate. There are five (5) types of industry entries. Refer to the following chart and the flow chart on the next page for instructions on how to code each of the five types of entries.

	Industry Entry	Coding Instructions
Type 1	blank "unknown" or "don't know" "refused" "classified" (See note below)	Industry listed in or can be determined from occupation question - code industry. S))))))))))))))))))))))Q Industry not listed anywhere - code "990" for industry.
Type 2	Military-type entries such as "AF," "Armed Forces," or the name of a branch of the U.S. Armed Forces (Navy, Army, etc.), Department of Defense, National Guard, Reserves	Go to page 16.
Type 3	"Non-paid" or "non-worker" entries in industry and occupation such as: "own home," "own housework," "volunteer," "student," "retired," "never worked," "none," etc. (See note below)	Go to pages 17-18.
Type 4	Single industry entry	Code using the Index and instruction E. on page 19.
Type 5	More than one industry entry	Use directions on pages 35-36 to choose one industry. Determine the correct code by considering industry and occupation entries together.

Note: Before assigning the "990" code to an industry entry which is blank, check for additional information related to the decedent's age or other indication that the decedent was "non-paid" (homemakers, volunteers, students) or "non-worker" (child, disabled, patient, etc.). See pages 17 and 18.

B. Coding Industry Flowchart

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C. Type 2: Armed Forces

Use the following chart to code an "Armed Forces" entry.

Situation		Action		
Industry	Occupation	Coding Instruction		
"Armed Forces" or "AF," "Military "	Blank	Code "952" for industry and "905" for occupation.		
	Non-commissioned officer (NCO) and other enlisted personnel	Code "952" for industry and "904" for occupation.		
	Commissioned officers and warrant officers	Code "952" for industry and "903" for occupation.		
Branch of Armed Forces Air Force Army Coast Guard Marines Navy	Blank	Air Force	IND 941	OCC 905
		Army	940	905
		Coast Guard	951	905
		Marines	950	905
		Navy	942	905
	Non-commissioned officer and other enlisted personnel (such as sergeant or private)	Air Force	941	904
		Army	940	904
		Coast Guard	951	904
		Marines	950	904
		Navy	942	904
	Commissioned officers and warrant officer (such as captain or major)	Air Force	941	903
		Army	940	903
		Coast Guard	951	903
		Marines	950	903
		Navy	942	903
	Unique military occupations with rank not specified (such as gunner or tank driver) (see note below)	Air Force	941	905
		Army	940	905
		Coast Guard	951	905
		Marines	950	905
		Navy	942	905
Department of Defense Branches of the Armed Forces	Other descriptions - includes occupations that could be either civilian or military, such as "cook," "payroll clerk," "nurse," etc.	Code industry "932." The Department of Defense employs many civilian workers. Code occupation according to regular instructions for occupation.		
National Guard or Military Reserves, such as Army Reserve, Navy Reserve, etc.	Any	Code industry "960" and code occupation as described.		

Note: If active military and rank and/or occupation is specified, code occupation as stated rather than military rank.

Disabled Veteran see page 50.

D. Type 3: Non-Paid Workers and Non-Workers

Use the following situation/action chart to code entries that indicate homemakers, volunteers, students, retired, never worked, etc.

Situation			Action
Type	Industry	Occupation	Coding Instructions
Homemakers	Farm	Entries like "housewife and mother," "taking care of family," “farm wife,” etc.	Code "010" or "011" for industry (see Special Case #11 on page 26) and "914" for occupation.
	Entries like "own family," etc., with no indication of farm	Entries like "housewife and mother," "taking care of family," etc.	Code "961" for industry and "914" for occupation.
	Note: Look in both industry and occupation for these kinds of entries. Do not confuse this kind of work with housework for pay for other individuals.		
Volunteers	Entries like church, Red Cross, school, or other organization with volunteers	Indication of volunteer, including "Candy Striper," "Gray ladies," etc.	Code "961" for industry and "916" for occupation.
	Note: (1) For VISTA volunteers, see Special Cases on page 32. (2) The majority of volunteer fireman are paid workers. Follow index for fireman.		
Students	Any kind of school (including college and university) Note: Consider military cadet as “student.” See “ROTC” on page 31.	"Student" or typical student's activities, with no other occupation entry.	Code "961" for industry and "915" for occupation.
	Other than school (if CETA or JTPA program)	"Student" or typical student's activities, with no other occupation entry.	Refer to #4 on page 22.
	Any	"Student" with other occupation entry.	Code the non-student occupation entry.
Situation - Continued			Action
Type	Industry	Occupation	Coding Instructions

Retired	"Retired" with <u>no</u> other industry entry	"Retired" with <u>no</u> other occupation entry.	Code "970" for industry and "913" for occupation.
		Codable occupation entry or "Retired" <u>with</u> other occupation entry.	Code industry "970" and code occupation according to description provided.
	Codable industry entry or "Retired" <u>with</u> other industry entry	"Retired" with <u>no</u> other occupation entry.	Code according to industry description and code occupation "913."
Did not work	"Never worked," "none," "child," "infant," " <i>inmate, n.s.,</i> " "patient," "disabled," ("retarded," "unable to work," etc.), or other indication that the person did not work		Code "961" for industry and "917" for occupation.

Note: **(1)** Information on coding the entry of "disabled veteran" is located on page 50.

(2) If industry and occupation items are blank, reference age. If 14 years and under, code as child using "961" for Industry and "917" for occupation.

(3) If unemployed is reported for industry and occupation use "990" for industry and "999" for occupation. (Unknown if decedent has ever worked or temporarily out of work.)

E. Type 4: Single Entry

First look at the list of **Special Cases** on page 20. If the industry entry is one of the "Special Cases," code according to the instructions. If the entry is not listed, use the Alphabetical Index. Most of the time industry can be coded from the industry entry alone. Other times industry and occupation entries will have to be combined in order to determine the industry code. The examples described below may help decide which combination of words to look up in the Alphabetical Index. **If the industry is not one of the "Special Cases," use the Alphabetical Index (Part 19B) and follow the two steps listed below.**

Step 1: First try to use the industry entry or company name alone:

Example:

<p>Industry Repair and polish shoes</p> <p>Look up "Shoe Repair and shoeshine Parlor." Code "782."</p>
--

Step 2. If the industry entry or company name does not help by itself, then use both industry and occupation together:

Examples:

<p>Industry <u>Retail Store</u></p> <p>Occupation Manager of <u>Hardware</u> Store</p> <p>Look up "Hardware store (ret.)." Code "581."</p>
--

<p>Industry <u>Cannery</u></p> <p>Occupation <u>Apple</u> trimmer</p> <p>Look up "Fruit Cannery (mfg.)," code "102." Use occupation with industry because "cannery" alone is not sufficient to determine an industry code.</p>
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F. Special Cases - Industry

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29. WIN - Work Incentive Program	32

1. Babysitting

Babysitters can be found in many industries. Those that work for schools, churches, and any business or government organization that may provide babysitting services should be coded to the industry reported. It may be more difficult to distinguish between babysitters who take children into their own home (coded to "863") and those who sit in the home of others (coded to "761"). If person's "own home" is reported, code to "863." If work for others (in their home) is reported, assign code "761." If place of work is not reported, code to "761" if the age stated on the certificate is 24 or less. Code the person to "863" if age 25 or over.

2. Bakeries

The major industry grouping (that is, manufacturing, wholesale trade, or retail trade) for bakeries is often not reported or reported in error. When there is an industry entry of "Bakery" and the major industry is not reported, use the following list:

For an industry of bakery, with an occupation of:

Occupation	Use these codes:	
	Industry	Occupation
Baker	111	687
Baker's helper	111	874
Bookkeeper	111	337
Cashier	610	276
Deliveryman (with indication of retail business)	610	806
Deliveryman (with indication of manufacturing)	111	806
Dough machine operator	111	688
Driver salesperson	111	806
Janitor	111	453
Manager or proprietor	610	243
Route salesperson - "See driver salesperson"		
Salesperson	610	274
Waiter	610	435
All other occupations (Retail industry indicated)	610	Code using Index
All other occupations (exc. Retail or Wholesale)	111	

3. Beauty Shops in Department Stores

Such shops are always leased from the department store; thus, use the industry code for beauty shops, "772." Assign "772" for industry entries of beauticians and cosmeticians (that includes entries of department store reported as industry).

4. CETA (Comprehensive Employment Training Act) or JTPA (Job Training Partnership Act)

This program may be reported by different titles such as Neighborhood Youth Corp, JOBS, Manpower Development Training Programs (MDTA), or New Careers. People in these programs have been employed by a variety of organizations such as hospitals, schools, libraries, playgrounds, or city parks. Assign the industry code of the participant's place of employment, even in an on-the-job training program.

If the place of employment is not reported and the industry cannot be determined using the occupation question, code the industry "922 - Administration of Human Resources Program." When the occupation refers to the planning or administration of a CETA program code industry "901 - General Government." For students with only one entry of "CETA," code industry "901" and occupation "915."

For example:

Industry - County CETA program	code "921" for "City Tax Office"
Occupation - Clerk typist in <u>tax office</u>	
Industry - City CETA program	code "922 for "Administration of Human Resource Program"
Occupation - Assistant coordinator	
Industry - CETA	code "901 for "General Government, n.e.c."
Occupation - Operating xerox	

5. Company, Corporation, Business, Industry

In general ignore the words "company," "Co.," "corporation," "industry," and "business" when they appear as part of an industry entry. There is one exception: If the word "business" is used as a description of the industry and is necessary in the title. For example: "Business machines (mfg.)"

6. Construction, Craft and Repair Workers Working in Private Homes

For certain construction, craft and repair workers (such as carpenters or plumbers) who work in private homes, "Private home," "Private family," and other such entries are sometimes reported. For such persons the industry code "761" is wrong since they were not actually in the "Private household" industry. The proper industry code in these cases depends on the service that was rendered, rather than on the person for whom the work is being done. Treat these cases as "self-employed" persons and look up the industry and occupation codes in the "self-occ" section of the Index. For example, code an entry of "Private home-carpenter" as "060" for industry and "567" for occupation (self-employed carpenter).

7. **Correctional Center (Prison)**

If the industry entry is "prison" and the occupation entry is "inmate" with a specified job title (such as furniture sander), use code "910 - Prison" and code occupation as stated, rather than "961" for industry and "917" for occupation.

8. Dairies (does not include dairy farms)

The level of production (that is, manufacturing, wholesale trade, or retail trade) for dairies is often not reported or reported in error. When there is an industry entry of "Dairy" and the major industry is not reported, use the following chart.

For an industry entry of dairy, with an occupation entry of:

Occupation	Assign these codes:	
	Industry	Occupation
Bookkeeper	101	337
Bottling machine operator	101	754
Cashier	602	276
Deliveryman	101	806
Driver salesperson	101	806
Manager or proprietor	602	243
Milkman	101	806
Route salesperson	101	806
Salesperson	602	274
Truck driver	101	804
Waiter	602	435
All other occupations (Retail industry indicated)	602	Code using Index
All other occupations (Wholesale industry indicated)	550	Code using Index
All other occupations (exc. Retail and Wholesale)	101	Code using Index

9. Department Stores - Discount Stores - Variety Stores - Mail Order Chains

If the certificate contains the name of one of the following department, general merchandise, mail order, or discount stores, code as "591."

GEMCO	Sears Roebuck
K-Mart	Target
Montgomery Ward	Walmart
J. C. Penney	Woolco

The following five and dime stores are to be coded "592" even if the entry specifies Department Store in the industry question.

Ben Franklin	Murphy
Kresge	Woolworth
J. J. Newberry	

For other department, discount, mail order, general merchandise, or variety stores not on this list, code using the Alphabetical Index.

Department Stores with leased departments

If the industry is reported as a "department store" and there is an indication that the person worked in any of the departments listed below, code the following departments to the industry of the activity:

<u>Department</u>	<u>Code</u>	<u>Department</u>	<u>Code</u>
Beauty Shop	772	Real Estate	712
Optical Dept.	682	Financial Service	710
Optician's Office	682	Insurance	711
Photographic Studio	791	Auto Services	751

All other departments should be coded to department store, code "591."

10. Entertainers in Hotels, Restaurants, etc.

If the reported industry is hotel, motel, or restaurant and the occupation is entertainer or musician, code the industry "800" for "entertainment service."

For example:

Industry - Downtown Hotel
Occupation - Band leader

Code industry "800" for "entertainment service" instead of "762" for "Hotel."

11. Farms

Most farms are coded to one of two industry categories. One of these is "agricultural production, crops" which gets code "010." Crops include field crops such as corn, wheat, rice, and other field grains, vegetables, melons, fruits, flowers, shrubbery, and sod. The second industry is "agricultural production, livestock" which gets code "011." Livestock includes dairy and beef cattle, hogs, chicken, turkey and other poultry (including eggs), horses, mules, donkeys, sheep, goats, rabbits, mink and other fur bearing animals, bees and fish farms. If a certificate reports that the farm raised both livestock and crops, code "011" for livestock.

If the entry is not clearly crop or livestock, look up the entry in the Index.

Remember: For death certificate coding "ranch, n.s." with no additional information is coded to "livestock farm" which gets code "011." The majority of ranches raise "some type" of livestock.

12. Federal Agencies

Most of the Federal Government agencies are listed in the industry section of the Index under "U. S." for "United States." These listings cover agencies which are clearly Federal even though the certificate may not include the words "Federal," "National," or "United States" (for example, "Post Office" or "Customs"). If agency cannot be determined as "Federal," do not use the "U. S." list, but look elsewhere in the Index.

13. Government Titles

When using the Index, disregard a city or State name or words like "U.S.," "Federal," or "National" in the title unless it is clear that the industry is a government agency. For example, code a response of "New York Casket Co. Mfg." as "casket (mfg.)" but code "New York City Fire Department" from the Index listing "City: Fire Department." Likewise, "U.S. Steel," "Federal National Bank," or "U.S. Chamber of Commerce" are NOT Federal agencies and are coded to the appropriate industry. Consider "Board," "Bureau," "Commission," "Department," "Office" and the like as interchangeable.

The agencies which are clearly government (even though the entry may not include the words "City," "Federal," "State," or "United States") are listed in the industry section of the Index under one of the government runs (City, State, or United States). For example: the Post Office is listed as "United States: Post Office GOV.....412."

If level of government for whom the deceased worked cannot be determined, look under the "City" run first. If the agency is listed there, use the code; if not, go to the "State" run, then the "United States" run. For agencies listed under more than one run, the lower level of government has priority. For example, the Welfare Dept. is listed under the City and State runs; use the "City" code if there is no clear indication about the level of government.

14. Industry Combinations

Certain industries that occur frequently with other industries have been combined into one code. For some combinations, look at the occupation to code industry. These industry combinations may be reported in many ways. If reversed, assign the same code.

Bar and liquor store (ret.)	641
Garage and filling station (ret.)	751
General store and undertaking (ret.)	600
Grocery and service station, grocery sales occupation (ret.)	601
Grocery and service station, other occupations (ret.)	621
Hardware and lumber (ret.)	580
Hardware and paint store (ret.)	581
Insurance and real estate	712
Insurance and undertaking	781
Insurance, loans, and real estate	712
Insurance and real estate	712
Light and water utilities combined	452
Light, water, and gas utilities combined	452
Liquor store, bar, and restaurant (ret.)	641
Loan company and pawn shop (ret.)	682
Loans and real estate	712
Loans, real estate, and insurance	712

Lumber camp & sawmill (mfg.)	230
Lunchroom and delicatessen (ret.)	601
Lunchroom and filling station (ret.)	641
Mortgage and title company, insurance	711
Motel & restaurant, restaurant type occupations (ret.)	641
Motel and restaurant, other occupations	762
Poolroom and beer parlor PR	641
Real estate and insurance agency	712
Real estate and law firm	712
Real estate and loan agency	712
Real estate and insurance	712
Real estate, insurance, and loan office	712
Restaurant and food store, grocery sales occupations (ret.)	601
Restaurant and food store, food service occupations (ret.)	641
Restaurant and food store, service station sales occupations (ret.)	621
Restaurant & service station, restaurant type occupations (ret.)	641
Restaurant and service station, other occupations (ret.)	621
Restaurant, hotel	762
Service station and carwash	621
Service station and garage	751
Service station and general store, general store sales occupations (ret.)	600
Service station and general store, other occupations (ret.)	621
Service station and grocery store, grocery sales occupations (ret.)	601
Service station and grocery store, other occupations (ret.)	621
Service station and lunchroom, lunchroom type occupations (ret.)	641
Service station and lunchroom, other occupations (ret.)	621
Service station and tourist cabins, motel occupations	762
Service station and tourist cabins, other occupations	621
Undertaking and furniture (ret.)	631
Undertaking and general store (ret.)	600
Undertaking and insurance	781

15. Job Corps

Job Corps participants are persons who are trainees in work-related, academic, vocational, or job-counseling programs at Job Corps Centers. These trainees are not in the labor force and are to be coded to industry "961" and occupation "915."

Code Job Corps workers, that is, the instructors and other working personnel, to Industry "861."

16. Labor Union

If it can be determined that the decedent was an employee of the union itself - code "873." When the industry entry is "***union***" or "union hiring hall" and the occupation is carpenter, plumber, iron worker, etc., code to the construction industry - "060" not to the union. With an occupation entry of longshoreman or stevedore, code to the water transportation industry - "420."

17. Manufacturing or Selling Multiple Products

When the certificate lists multiple products being made by a company (or sold if in trade) and the products go to different industry categories, assign the code for the first product that is more closely related to the occupation. If the occupation is appropriate for either product, code the first product listed.

For example:

Industry - Makes nickel and iron pipes Occupation - Assembler
--

Nickel pipe mfg. goes to code "280," whereas iron pipe mfg. goes to code "271." Assign code "280" since the occupation is equally appropriate for both products and nickel pipe manufacturing is listed first.

Another example:

Industry - Retailing of costume jewelry and cosmetics Occupation - Selling cosmetics

Costume jewelry (ret.) goes to code "623" and cosmetics (ret.) goes to code "682." Since the occupation is more closely related to retail selling of cosmetics, code the industry "682."

18. Military or Base Exchange

Persons who worked for a military or base exchange (sometimes reported as post exchange, PX or BX), military commissary or a non-commissioned or commissioned officers club are to be coded as military persons if a military rank or duty is reported using the specific branch of armed forces (see the situation action chart for armed forces, page 16). If the occupation could be civilian or military (e.g., clerk, warehouseman, etc.) code industry "600" and occupation as described.

19. Peace Corps

Volunteers in the Peace Corps are considered employed by the United States Government even if they work in other countries. Code industry "932 - National Security and International Affairs."

20. Private Country Clubs

Assign code "810 - Miscellaneous entertainment and recreation services" for industry entries of "private country clubs." Do not confuse these with other private membership organizations such as a lodge, which are coded to "881."

21. "Retired" in Industry Description

Disregard the word "retired" when it is included as part of the industry entry along with another industry description, like "Retired - furniture sales." In this example, code "Furniture (ret.)." If only the word "retired" is entered in the industry question, use code "970."

22. ROTC (Reserve Officers' Training Corps)

ROTC candidates are high school or college students who are enrolled in a military training program preparatory to active military officers duty. Code ROTC students "961" for industry and "915" for occupation.

Note: Military cadets are coded as students "961" for industry and "915" for occupation.

Instructors in ROTC are usually military personnel and should be coded for industry and for occupation using the specific branch of armed forces (see the situation chart for armed forces, page 16) if a military rank is given. If no rank or military status is given, code as secondary or college teacher from the Alphabetical Index.

23. School Buses

Occasionally school districts will contract private bus companies to transport students. If the name of a private bus company is entered in the industry question, code the industry to "401 - Bus service and urban transit." If a school district or school name is entered in the industry question, code to "842 - Elementary and secondary schools" or "850 - Colleges and universities."

24. Self-Employed (***Self Occupation***)

For industry entries of "own account," "own business," "self, own practice" and the like, use the ***"self occ."*** listing in the industry section of the Index.

Remember: This section provides both the industry and occupation codes and is to be used ***only*** if there is no other industry description. If there is an industry description reported, disregard "self-employed" and code the industry description.

25. State Board of Education

Persons who worked in public schools (elementary or secondary) should be coded "842" even if the certificate has reported "State Board of Education," "State Department of Education," or "State School Board" in the industry question.

26. Store, Own Store

For an industry entry of "store" or "own store," code "691 - Not specified retail store," unless there is some indication of the merchandise being sold. For example, when the certificate shows an occupation entry of "grocery salesperson" and an industry entry of "store" assume that the "store" is a "grocery store" and code the industry accordingly.

27. Stores Operated by Schools

Code stores operated by secondary schools or colleges to retail trade by type of merchandise sold; e.g., "book stores - 652," "candy stores - 611," etc.

28. VISTA - Volunteers in Service to America

VISTA volunteers are classified as employed. Code industry "922 - Administration of Human Resources."

29. WIN - Work Incentive Program

This program provides training for employment, primarily through private employers. Persons who were placed in a regular job or were receiving on-the-job training through WIN should be assigned the industry code of their place of employment. If just WIN is reported and there is no employing company reported, code "922 - Administration of Human Resources Program," if the occupation entry indicates the person was involved with the program. If still uncertain, refer to Section IX.

G. When a Product is Listed

Often the major industry group is not reported (such as manufacturing, wholesale trade, retail trade) or is reported in error. For these entries, use the occupation entry to determine the correct industry code -- refer to the chart on the next page.

WHEN A PRODUCT IS LISTED IN INDUSTRY

Situation		Action
Industry	Occupation	
Industrial products such as: Farm machinery Cranes Steel pistons Mining drills	<u>Selling</u> such as: cashier delivery person stock handler Mfg. representative	Code using the wholesale industry line
	<u>Production</u> , such as: assembler machine operator machinist Repairer or serviceman of production machinery such as: metal working machinery grain cleaning machinery farm machinery gas turbine generators textile machinery	Code using the manufacturing line
	Repairer or serviceman exc. production machinery such as: general auto furnace cleaning and repair surveying instruments	Code industry to business and repair service
Consumer products, such as: furniture groceries shoes toys watches	Selling, such as: cashier delivery person stock handler	Code to retail industry line
	Production, such as: assembler foreman machine operator machinist Any repairer or serviceman of production machinery, such as: wood working machine fork lifts pattern stamper	Code using the manufacturing line
	Repairer or serviceman exc. production machinery, such as: lawn mover and garden equipment household appliances office machines	Code industry to business and repair service

H. General Non-Specified Codes (n.s.)

If the only industry information on the certificate is one of the major groups: "construction," "manufacturing," "retail," or "wholesale," and determination cannot be made as to the type of product being manufactured or sold, assign the following as appropriate:

Construction, n.s.: 060
Manufacturing, n.s.: 392
Wholesale, n.s.: 571
Retail, n.s.: 691

For example:

Industry - Retail Store
Occupation - Manager

In this situation, a product is not given but the major industry "Retail" is provided. Therefore, code the industry "691."

I. Type 5: Multiple Entries

Following are five rules to use in order to determine the industry code when two industries are given.

1. If two industries are reported and only one occupation is reported, code the industry that seems most appropriate for the occupation entry.

Example:

Industry - Auto garage, <u>Bookkeeping service</u>
Occupation - <u>Bookkeeper</u>

In this example, the appropriate industry code is "890 - Bookkeeping service," because it matches the occupation "bookkeeper."

2. If an entry indicates both manufacturing and wholesale trade, proceed as follows:

Example 1: If the occupation is a sales occupation, code wholesale trade.

Industry - Make and sell leather gloves
Occupation - Sales representative

In this example, the appropriate industry code is "562 - leather goods wholesale," because it matches the occupation "sales representative." If the occupation is not a sales occupation, code manufacturing.

Example 2:

Industry - Make and sell leather gloves
Occupation - Fork lift truck operator

In this example, the appropriate industry code is "222 - leather goods manufacturing," because it matches the occupation "fork lift truck operator."

3. If an entry indicates both retail and wholesale trade, code retail.

Example:

Industry - Retail and Wholesale Auto Parts
Occupation - Salesman

In this example, the appropriate industry code is "620 - auto parts retail." Since retail and wholesale trade is indicated, select retail.

4. If there are two industry descriptions and only one occupation entry and both industries seem equally appropriate to the occupation (and instruction 2 or 3 does not apply), code the first industry description reported.

Example:

Industry - <u>Bookkeeping service</u> , Real estate office
Occupation - Receptionist

In this example, both industries are appropriate for the one occupation given; therefore, code the first industry reported.

5. If there are two industry descriptions and two occupations entries, code the first industry described.

Example:

Industry - <u>Filling station</u> , and Parking lot
Occupation - Parking cars and <u>repairing automobiles</u>

The correct industry code for this example is “621 - gasoline service station” because it is listed first.

SECTION VI - THE OCCUPATION SECTION OF THE ALPHABETICAL INDEX

To determine the correct occupation code for a particular entry, look at the combination of the occupation entry with the classification of the industry. Occupational titles with these relationships are listed in several ways.

A. Key Words

There are **13** frequently used key words in the Index. They were selected because they occur frequently. Occupation titles containing these key words are listed only once in the Index, under the key word. For example, one of the key words is "Mechanic." If "Body Mechanic" appears on the certificate, look for "Mechanic" first, and then look for "Body" among the kinds of mechanics listed.

The key words are:

Apprentice	Helper	Repairer	Technician
Assembler	Inspector	Salesperson	
Assistant	Manager	Supervisor	
Engineer	Mechanic	Teacher	

For the other multi-word occupation titles, if a particular order of words cannot be found in the Index, it may be listed in another way. Thus, it is necessary to try all possible orders of words before deciding that the title is not listed.

B. Types of Occupational Titles

1. Titles with No Center Restrictions

A few occupation titles in the Index can occur in any type of industry and, therefore, are not restricted to a particular industry. These titles do not have an industry code in the center column.

Ticket writer389

This means that if the entry on the death certificate reads "Ticket writer," enter "389" as the occupation code.

2. Titles with Activities or Other Descriptions

- a. Many occupation titles in the Index will be followed by a specific activity or additional words which will further describe a particular occupation.

Painter, animated cartoons	194
Painter, brush	789
Painter, landscape	188

Each activity following the title "Painter" describes a particular type of painter. The specific activity will help determine the correct occupation code to use. For example, only use code "194" for "animated cartoons" painter.

- b. There are also occupation titles that are followed by an education level.

For example:

Accounting work, accountant	023
Accounting work, exc. accountant, associate degree or higher	023
Accounting work, exc. accountant, less than associate degree	337

Use the residual line "accounting work, exc. accountant, less than associate degree ... 337" for all entries of "accounting work" where no education information is available.

3. Occupations with Center Industry Restrictions

The following is a list of the types of occupation titles with center restrictions found in the Index. In all cases the occupation title is in the left column, the industry and/or class of worker restriction in the center column, and the occupation code in the right column.

- a. Title with one industry code in the center, one listing:

Leather tanner	220.....	749
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Assign "leather tanner" occupation code "749" when the assigned industry code is "220." Furthermore, if industry is blank, "unknown," "refused" or if the only entry for industry is "retired," assign occupation code "749" and "220" as the industry code.

- b. Title with one industry code in the center, more than one listing:

Color tester	280.....	797
Color tester	190.....	224

This means the occupation code "797" can be assigned to the entry "color tester" only when the industry has been assigned the code "280." Similarly, occupation code "224" can be used only when industry is coded "190." Either of these lines can be used for a specified or not specified "color tester" with the appropriate industry code.

- c. Title combined with range of industry codes:

Service tester	450-452.....	526
----------------------	--------------	-----

Assign occupation code "526" only if the industry code is "450," "451," or "452." If the industry code is "451," code the "service tester" "526," because code "451" falls within the range "450-452." If the industry code does not fall within this range of codes in the middle column, code "526" cannot be used for occupation.

- d. Title combined with several industry codes:

Knife setter	121, 130, 160.....	519
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As with the industry range, assign the occupation code "519" only if the industry code assigned is one of those listed in the center.

- e. Title combined with a specific industry entry:

Field examiner.....	U.S. Veterans Administration.....	922..... 036
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Code the occupation entry "036" only if the industry entry is "U.S. Veterans Administration."

- f. Title combined with class of worker description:

Adjuster-arbitratorPR..... 027

- (1) As pointed out in the industry section, "class of worker" does not appear on the death certificate. However, if a determination can be made from the entries that are provided whether the person worked for government, private industry, etc., then use the appropriate line in the Index. In the example above, the line shown could be used as long as there was a clear indication that the person had worked for a private company or business.
- (2) Another class of worker entry described previously in section E on pages 12-13 is "OWN" (OBI or OBNI). Use this kind of line in the Index if the response indicates that the decedent worked in his own business or farm:

Farmer, n.s.....GOV or PR 010, 011, 030..... 479
Farmer, n.s.....OBNI 010, 011, 030..... 473

In the above example, use the OBNI line if there is no indication that the farm was incorporated.

- g. Title combined with a class of worker and industry code(s):

DiggerGOV or PR 010, 030..... 479

This line is for workers of private companies or government (Federal, State, or Local). The person cannot be self-employed or an unpaid family worker. In addition, the industry code must be "010" or "030" (Refer to section E, page 12).

4. Occupation Titles with **Residual Lines**

a. Titles with center residual restrictions:

Mail carrier	OWN 410.....	804
Mail carrier	412.....	355
Mail carrier	Any not listed above.....	356

This title completes a listing of similar occupation titles and is used when none of the preceding industry restrictions apply, or where industry is blank. If the industry code is not "410" or "412," assign occupation code "356." Other instructions similar to this are "Mfg., not listed above," "exc...," and "Mfg. exc..."

If industry is not reported, code industry "990" and use the residual line to code occupation.

b. Residual lines which include industry restrictions:

Some occupation lines in the Index end with the letters "n.s.," "exc.," or "n.e.c." The letters "n.s." stand for "not specified;" "exc." stands for "except;" and "n.e.c." stands for "not elsewhere classified." The code for these lines are for either specified or unspecified occupations not shown in the preceding line(s).

For example, the Index lists "porter" with the descriptions "baggage," "cleaning," and "sleeping car." These are followed by several "n.s." lines with different industry codes.

Porter, sleeping car	400.....	469
Porter, n.s.	761.....	407
Porter, n.s.	400, 420, 421.....	464
Porter, n.s.	590, 612-622, 750, 751.....	887

If the entry in the occupation question is "porter" without any other descriptive information, and the industry code is "761," assign the occupation code "407."

Another example:

Glove former, automatic	878
Glove former, exc automatic	889

Code any occupation of "glove former" other than "automatic" glove former, such as "hand glove former," from the residual "exc." Index line as "889."

Another example:

Machine operator, n.s.132-152, 222	744
Machine operator, n.s.221.....	745
Machine operator, n.s.Machine shop 331.....	684
Machine operator, n.s. or any specified, n.e.c.Mfg not listed above.....	777

This residual line must be used when an unspecified or a specified type of machine operator is entered in the occupation question, but it is not listed in the preceding occupation lines. The machine operator must have a manufacturing industry code (100-392) other than those previously listed.

Occasionally residual "n.s." occupation lines will be restricted to one or more industries. Use these codes when the job activities are not specific and the middle entry restrictions apply. If the specific middle restrictions do not apply, however, look for a residual line with a center restriction like "Any not listed above."

For example:

Houseman, n.s.761.....	407
Houseman, n.s.200.....	699
Houseman, n.s.251, 400.....	889
Houseman, n.s.810.....	426
Houseman, n.s.Any not listed above.....	449

Use the last line for an entry of houseman in any industry other than those listed above (i.e., 761, 200, 251, 400, and 810). The occupation code for this last line is "449."

5. Instruction Titles

There are a few lines in the occupation section of the Index that provide instructions to look elsewhere in the Index for an alternate title and code.

For example:

Alterer--see "Alteration hand"

This is a typical occupation instruction line. For occupation entries of "Alterer," look for the run for "Alteration hand" and assign the occupation code with the appropriate industry restriction.

Alteration hand, seamstress	591, 623, 662, 771, 790.....	666
Alteration hand, tailor	591, 623, 662, 771.....	667
Alteration hand, n.s.	151.....	744
Alteration hand, n.s.	771.....	667

Another example:

Administrator, exc. 831, 832, 840, 870--see "Official"

If the industry is coded anything other than "831," "832," "840," or "870" the Alpha Index provides instruction to look for "Official" and use the industry code to determine the correct "Official" line to use. With an industry code of "931," code occupation "005" from the "Official" run shown below.

Official	700-702.....	025
Official	842, 850, 851, 862.....	014
Official	900, 901, 921-932.....	005

C. Using Occupation Responses to Code Industry

Since, in some cases, there is a fixed or almost fixed relationship between industry and occupation, some blank industry questions can be coded from the occupation entry. In other cases, industry codes must be changed to be consistent with the occupation entry. The following are typical examples of three situations that are found in the occupation section of the Index.

1. Title with industry code in parentheses:

If the industry question was blank or has an entry such as "unknown," "NA," "refused," "retired," etc., then code the industry based on the occupation; use the suggested industry code in parentheses.

a. For example:

Parking lot attendant(750)..... 813

If the industry question is blank and the occupation was "Parking lot attendant," then code industry "750" and occupation "813."

b. If the industry question was not blank and an industry code was assigned other than the suggested code, DO NOT change the industry code. For example, if the industry was coded "641" for "Restaurant" and the occupation was "parking lot attendant," code the occupation "813." DO NOT change the industry to "750."

Industry	
Brandy Ship Restaurant	coded 641; <u>DO NOT</u> change to 750
Occupation	
Parking lot attendant	code 813

2. Titles with a single industry restriction prefixed by the pound sign (#) :

If an occupation title has a center industry code prefixed by the pound sign (#), this occupation can occur only in the industry listed. If an industry code was assigned other than the one prefixed by the pound sign (#), change it to match the **center industry code listed**.

For example:

Foster mother# 870 468

Here, if industry was anything but "870" and the occupation was "Foster mother," then change the industry code to "870." Of course, if industry is blank, also use code "870."

Note: In the Alpha Index boldface restrictions are indicated by the pound sign (#).

3. Title with one industry restriction, one listing:

Leather tanner220..... 749

As mentioned earlier (page 38, 3.a.), when there is only **one** listing of an occupation title with **one** center industry restriction, that industry code can be assigned to a blank, "unknown," "refused" or "retired" industry entry.

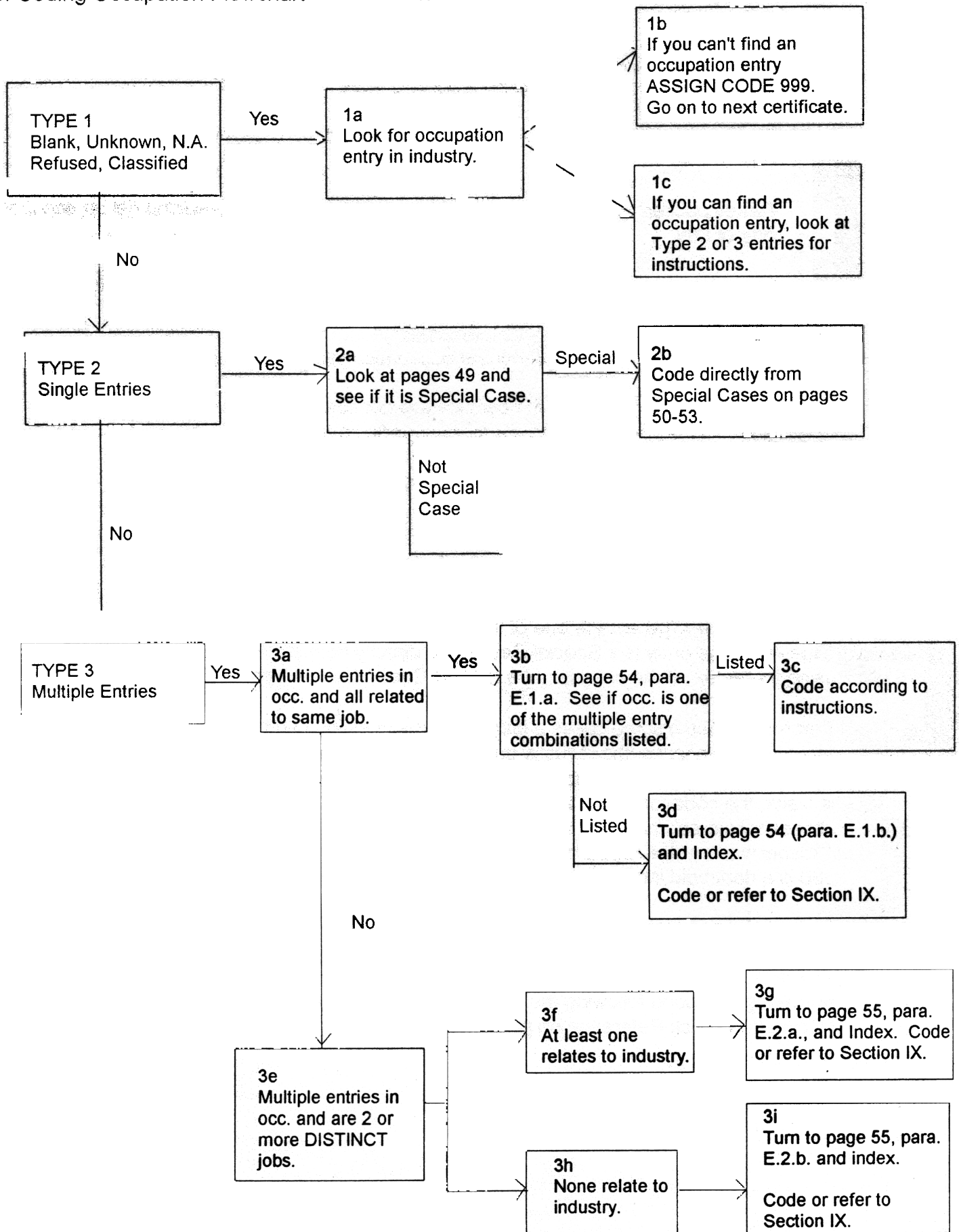
SECTION VII. - INSTRUCTIONS FOR CODING OCCUPATION ENTRIES

A. Basic Concepts

1. After the industry question has been coded, review the entries in the occupation question to determine the appropriate occupation code. There are three types of occupation situations. Refer to the following chart and the flow chart on the next page for coding instructions for each of the three types of occupation situations. Entries in the industry and occupation questions may have to be considered together in order to assign consistent codes to a person's job or profession.

Type	Occupation Entry	Coding Instructions
Type 1	Blank, Unknown, Don't Know, Refused, Classified, or NA	Check to see if occupation is listed in, or can be determined from, industry entry. Code occupation. If occupation is not listed anywhere, code "999" for occupation.
Type 2	Single Occupation Entry	Code using the Alphabetical Index and instruction C on page 48.
Type 3	Multiple Occupation Entries	Use instructions on pages 54 and 55 to choose the correct occupation to code.

2. For persons in the Armed Forces or for non-paid and non-workers, see the instructions for Industry on pages 16-18.
3. There are various occupations in the Alphabetical Index that are restricted by the industry and there are some occupations that can help determine a code for industry.



4. When a specific occupation description on the certificate is not in the Index, look up a more general term with the same meaning. See the following examples.

"Peach canner" is not listed in the Index. Look up "Fruit canner" to get an occupation code of "754."

"Turkey packer" is not listed in the Index. Look up "Poultry packer" to get an occupation code of "888."

"Pony breeder" is not listed in the Index. Look up "Horse breeder" to get an occupation code of "473."

If still unable to find the appropriate occupation title to code, refer to Section IX (pages 61-73).

5. If the occupation entry on the certificate is not specific, use both industry and occupation together to obtain a more specific code, before using an n.s. code.

For Example: Industry = Real Estate and Occupation = Salesman

Look up "Real estate salesman" in the index to get an occupation code of "254."

C. Type 2: Single Entry

First determine if the entry is one of the Special Cases for occupation which are listed on page 49. If the entry is a Special Case code directly from the Special Cases segment without using the Index. If the entry is not a Special Case, use the Alphabetical Index.

Remember that in some cases a blank industry question can be coded from the occupation entry. In other cases, the industry code must be changed to be consistent with the occupation entry. For example, if the occupation is "Dress store salesman" and the industry is blank, the code for the occupation entry would be "264" and the code of "623- apparel and accessory stores" may be used for the industry. On the other hand, if the occupation is "Gospel worker," the only allowable industry code is "880 - religious organizations" because "880" is a pound sign (#) industry center restriction for this occupation title.

D. Special Cases - Occupation

As mentioned above, if the occupation entry is one the Special Cases included in the following list, code following the instructions without using the Index. Also see the Occupation Quick Reference on page 58.

Special Cases - Occupation

		Page
1.	Camp Counselors	50
2.	Disabled Veterans	50
3.	Education Sensitive Occupations (“accounting work, exc. accountant;” “engineer;” and “nurse”)	50
4.	Farm Occupations	50
5.	Prison and Jail Inmates	52
6.	Private Duty Nurses	52
7.	Religious Denominations	52
8.	Retired	52
9.	Teachers - Elementary and Secondary Schools	52
10.	Teachers - Other	53
11.	Truck Drivers and Driver-Sales Worker	53

1. Camp Counselors

Code industry entries of "camp" or similar occupations such as "camp counselor," "counselor," junior counselor," or "senior counselor" only after checking the age on the certificate. For ages 17 and younger, code these entries "459 - Attendants, recreation and amusements." For ages 18 and over, assign code "175 - Recreation group workers."

2. Disabled Veterans

Code entries of "Disabled Veterans" (DAV) with no other codable industry or occupation to "952" for industry and "917" for occupation.

3. "Education" Sensitive Occupations

In order to assign the correct code to these three occupations:

1. Accounting work, exc. Accountant
2. Engineer, n.s.
3. Nurse, other specified or n.s.

It is necessary to reference the "decedent's education" and "**age**" questions on the death certificate.

4. Farm Occupations

Correct coding of farm entries depends upon the combination of industry and occupation. Farm occupations are classified into six categories as follows:

- 473 - Farmers exc. horticultural (owners and tenants)
- 474 - Horticultural specialty farmers
- 475 - Managers, farms exc. horticultural
- 476 - Managers, horticultural specialty farms
- 477 - Supervisors, farm workers
- 479 - Farm workers

The following are descriptions of these occupations as background information to help decide which words to look up in the Index.

- a. Farmers (473, 474)--A farmer is one who operates a farm as an own business. He or she may own the land or rent it from others, or be a sharecropper. Occupation entries describing some sort of farming such as "farming," "farm chores," "plowing," etc., with industry stating "self," "own farm," etc., should be coded as a farmer. Farmers who grow horticultural products such as flowers or trees are coded "474." All other farmers are coded "473."

Note: Reference the index for all other types of farmers.

- b. Farm managers (475, 476), farm supervisors (477)--A farm manager manages the whole operation of a farm but does not own it. He or she is like a farmer, but is paid a salary. A farm supervisor supervises farm laborers but does not manage other aspects of a farm operation. Examine the complete entry to distinguish between managers "475" and "476" and farm supervisors or foremen "477." Usually farm managers include occupation entries like "managers" or "superintendents" in any variation, whereas farm supervisors include such occupation entries as "boss," "chief," "foreman," or "supervisor."
- c. Farm workers (479)--This group includes most other farm laborers who do not own a farm, do not manage a farm, or do not supervise farm employees. Common titles used for these people are: farm hand, farm laborers, farm worker, helper on farm, hired-hand, and laborer.
- d. Other workers on farm--There are other occupations found on farms that get codes other than those listed above. These can be grouped into two types.

- (1) One type is other agricultural related jobs. These include:

483 Marine life cultivation workers
 484 Nursery workers
 488 Graders and sorters, agricultural products

Some entries that are included in these occupations are greenhouse worker, potato grader, trout feeder, and tobacco sorter. Use the Index to code these and similar entries.

- (2) The second type includes occupations that are not primarily agricultural, but some people in these occupations work on farms. Examples are: bookkeepers, carpenters, horse trainers, mechanics, secretaries, and truck drivers. These occupations should be coded directly from the Index.

5. Prison and Jail Inmates

Code entries of "prison" or "jail inmates" with no other industry or occupation entry to industry "961" and occupation "917." If a codable occupation is given, code the occupation as described and code industry to **"910 - Prison."** However, some prisons have work contracts with other establishments. If such information is indicated, code industry and occupation accordingly.

6. Private Duty Nurses

Code entries of "private duty nurse" to industry "731" and occupation "095" if the funeral director entered "registered nurse." If occupation is reported as "licensed practical nurse," code occupation as "207." If not specified, code "095."

7. Religious Denominations

Disregard denominational designations given to members of the clergy. For example, "Methodist minister," "Jewish rabbi," and "Catholic priest" are all coded "176" for "Clergy."

Note: Remember, if industry is not reported use suggested code **"880 - Religious Organizations."**

8. "Retired" in Occupation Description

Disregard the word "retired" when included as part of the occupation entry along with other descriptions, such as "retired plumber." In this example code "plumber." If only the word "retired" is entered in the occupation question, code occupation as "913."

9. Teachers - Elementary and Secondary School

Apply the following rules to distinguish between elementary and secondary school teachers:

- a. Always assign code "156 - elementary school teacher" to terms such as "elementary school teacher," "grade school teacher," "middle school teacher," or a grade description of 1 through 6.
- b. Always assign code "157 - secondary school teacher" to terms such as "high school teacher," "secondary school teacher," or "junior high school teacher," or a grade description of 9 through 12.
- c. Teachers of grades 7 and 8 may be coded as either elementary or secondary teachers. If teaching grades 7 or 8 is reported with no additional information or with "middle school" reported, code "156 - elementary school teacher." If teaching grades 7 or 8 is reported with a subject designated (e.g., 8th grade English teacher) or with "junior high" reported, code "157 - secondary school teacher."

If industry is not reported but the occupation of "Teacher" with a specific subject is listed (ex: math teacher), code industry "842" and occupation "157." If neither subject nor level is specified, code industry "842" and occupation "156."

10. Teachers - Other

The "Teacher" listing in the Alphabetical Index consists of a listing of teachers by subject taught (beginning on page O-285) and by level taught (beginning on pg O-291).

11. Truck Drivers and Driver-Sales Workers

Use the following information to distinguish between truck drivers and driver-sales workers:

a. Truck drivers (804)--Transporting goods by truck. Examples are:

auto-carrier (car ferrier) trucks	fuel or oil trucks
city route driver	gravel trucks
coal hauler	moving vans
concrete mixers	over-the-road trucks
contract-mail carrier	parcel-post driver
cranes	special delivery mail carrier
cross-country trucks	street sprinkler
diesel trucks	tank
dump or trash collection	telephone directory distributor
fertilizer	tractor-trailers
errand or grocery boy	tow-truck

For drivers of these kinds of trucks, assign occupation code 804.

b. Driver-sales worker (806)--A worker who drives a truck over an established route to deliver and sell manufacturer's goods or services. Examples are:

bakery or dairy delivery	newspaper-delivery driver
ice man	vending-machine filler
juke box checker	wagon salesperson
laundry route driver	

If a truck driver cannot be classified into any of the categories above, use the Alphabetical Index to determine the occupation code.

E. Type 3: Multiple Entries

1. Multiple entries in occupation question and all are related to the same job:

On occasion, there may be two or more occupations listed in the occupation question which all seem to be for the same employer. In this situation, follow the instructions below:

- a. Multiple entries are one of the following combinations:

Bookkeeper and typing 337	Receptionist- Secretary313
Bookkeeper and clerk 337	
Cook and Waitress(641)..... 436	Receptionist- Telephone operator 319
Nurse-Receptionist812.....095	Waitress and Cashier 435
Receptionist-Nurse812.....095	Typing and filing 315

These combinations may be reported many ways. If reversed, assign the same code. For example, "Waitress and Cook" is also coded "436" and "Cashier and Waitress" is coded to "435."

- b. Multiple Entries Not Listed Among the Job-Combinations

If the occupation question has two or more entries not described above, code the first occupation given, as long as all the occupations seem to be related to the same job.

For example:

Supply clerk and dispatcher

Code the first entry, "365 - supply clerk."

Bartender and waitress

Code "434 - bartender."

2. Multiple entries in occupation question which are **two or more distinct jobs**:

If a certificate describes two or more clearly distinct jobs, that is, jobs for two or more different employers, use the following instructions:

a. Two or More Occupations Given--**One** Related to Industry:

- (1) If two or more occupations are given, try to determine which occupation is most appropriate to the industry which has already been coded and assign the proper code for that entry.

For example:

Industry - Auto garage, Bookkeeping service
Occupation - Bookkeeper, Auto body mechanic

Assign the code "514 - auto body mechanic" because it is consistent with the first industry coded (See illustration on page 36- #5 for proper industry selection).

- (2) If multiple occupations are equally appropriate, code the first occupation reported.

For example:

Industry - Gasoline station, Bookkeeping service
Occupation - <u>Gas station attendant</u> , Auto mechanic, Bookkeeper

Code the occupation "885 - gas station attendant", rather than auto mechanic, because gas station attendant is described first.

b. Two or More Occupations Given--**None** Relates to Industry

If none of the occupations matches the industry, code the first occupation listed.

Note: Refer to page 49 and page 54 to determine if the first occupation is a Special Case or if the multiple occupation is a job combination. If it is a Special Case or job combination, follow the specific procedures or use the job combination code. If not a Special Case or job combination, use the Index to code the first occupation.

EXAMPLES OF OCCUPATION ENTRIES IN THE ALPHABETICAL INDEX

Ticket writer.....389	<u>No center restriction</u>	Use code "389."
Leather tanner...220.....749	<u>Single Industry restriction, single line for occ. title</u>	(Only one entry for this occupational title) Use code "749" when industry code is "220" or industry is blank. If industry is blank, assign "220."
Color tester.....280.....797 Color tester.....190.....224	<u>Single Industry restriction, multiple lines for occ. title</u>	Use code "797" <u>only</u> when industry code is "280." Use code "224" <u>only</u> when industry code is "190."
Service tester.450-452...526	<u>Industry restriction range</u>	Use code "526" <u>only</u> if industry code is "450, 451 or 452." If not, do not use this occupation code.
Knife setter..121,130, 160,.....519	<u>Multiple Industry restrictions</u>	Use code "519" <u>only</u> if industry code is "121,130 or 160."
Field Examiner..U.S. Veterans Adm 922.....036	<u>Industry entry</u>	Use code "036" <u>only</u> if the industry entry on the certificate is "Veterans Adm 922."
Adjuster-arbitrator...PR...027	<u>Class of Worker restriction</u>	Use code "027" as long as there is no indication of government or self-employment.

Digger.....GOV or PR 010, 030.....479	<u>Class of Worker and Industry restriction</u>	Use code "479" <u>only</u> if entry meets class of worker and industry restrictions (for class of worker in this example, there should be no indication of self- employed). Also industry can only be "010" or "030."
Porter, sleeping car.400.469 Porter, n.s.....761.....407	<u>n.s. (not specified)</u>	Use code "407" when the activities of an occupation are not specified and industry is coded "761."
Mail carrier..OWN 410....804 Mail carrier.....412.....355 Mail carrier.....Any not listed above.....356	<u>Residual</u>	Use code "356" when none of the listings above the residual apply or when industry is blank.
Parking lot attendant.....(750).....813	<u>Middle numerical entry in parentheses</u>	If the industry is blank with this occupation, code industry using the listed code. DO NOT change another industry code to this code.
Foster Parent.. # 870.....468	<u>Middle entry prefixed by pound sign (#)</u>	This occupation can <u>only</u> occur in this industry. Change any other industry code to the listed one.

Occupation Quick Reference

SPECIAL CASES	<u>Page</u>
1. Camp Counselors	50
2. Disabled Veterans	50
3. Education Sensitive Occupations	50
4. Farm Occupations	50
5. Prison and Jail Inmates	52
6. Private Duty Nurses (Registered or Practical)	52
7. Religious Denominations	52
8. Retired	52
9. Teachers - Elementary and Secondary School	52
10. Teachers - Other	53
11. Truck Drivers and Driver-Sales Workers	53

KEY WORDS

Apprentice	Engineer	Manager	Salesperson	Technician
Assembler	Helper	Mechanic	Supervisor	
Assistant	Inspector	Repairer	Teacher	

JOB COMBINATIONS

Bookkeeper and typing337	Receptionist-Secretary313
Bookkeeper and clerk337	Receptionist-Telephone Operator319
Cook and Waitress(641).....436	Waitress and Cashier435
Receptionist-Nurse812.....095	Typing and filing315
Nurse-Receptionist812.....095	

SECTION VIII. - SUGGESTED CODES FOR INADEQUATELY REPORTED INDUSTRY AND OCCUPATION ENTRIES

HOMEMAKERS

<u>Industry</u>	<u>Occupation</u>	<u>Ind. Code</u>	<u>Occ. Code</u>
"None" or "No"	Domestic	761	407
Domestic	Blank	761	407
Domestic	Domestic	761	407
Self-employed	Domestic	761	407
Domestic	Homemaker	961	914
Blank	Homemaker	961	914
Homemaker	Homemaker	961	914
Self-employed	Homemaker	961	914
Home	Homemaker	961	914
Domestic	Housewife or works in own home	961	914
Homemaker	Housewife	961	914
Blank	Housewife	961	914

TEACHER

<u>Industry</u>	<u>Occupation</u>	<u>Ind. Code</u>	<u>Occ. Code</u>
Retired School Teacher [Level not specified]	Retired School Teacher [Subject or level not specified]	842	156

HEALTH CARE

<u>Industry</u>	<u>Occupation</u>	<u>Ind. Code</u>	<u>Occ. Code</u>
Health Care	Doctor	840	084
Health Care	Nurse	840	095
Health Care	Registered Nurse	840	095
Medical	Nurse	831	095
Medical	Blank	831	999
Blank	Nurse	990	095

Note: For "nurse, n.s.", if age is under 21 and education is 13 years or less code "447." If age is at least 21 or older and education is 14 years or more code "095."

SEAMSTRESS

<u>Industry</u>	<u>Occupation</u>	<u>Ind. Code</u>	<u>Occ. Code</u>
Sewing (Dressmaking at home)	Seamstress	790	666

ELECTRICAL/ELECTRONICS

<u>Industry</u>	<u>Occupation</u>	<u>Ind. Code</u>	<u>Occ. Code</u>
-----------------	-------------------	------------------	------------------

Electrical	Electrician	060	575
Power	Electrician	450	575
Electrician	Electrician	060	575
Electric Co.	Blank	450	999
Electronics, n.s.	Blank	350	683

MISCELLANEOUS

<u>Industry</u>	<u>Occupation</u>	<u>Ind. Code</u>	<u>Occ. Code</u>
Blank ^{1/}	Bookkeeper	890	337
Blank ^{1/}	Carpenter	060	567
Blank ^{1/}	Secretary	741	313
Civil Service ^{2/}	Civil Service Worker	901	379
Construction	General Contractor	060	022
Depot	Employee or Blank	932	379
Diet Center	Blank	840	999
Engineering	Engineer	882	059
Foundry, n.s.		271 ^{3/}	
Insurance	Underwriter	711	024
Lumber	Logger	230	496
Manufacturing	Machine Operator	392	777
Manufacturing	Tool & Die Maker	392	634
Natural Gas Company	Serviceman	451	547
Office	Office Worker	741	379
Office, n.s.			741
Railroad	Engineer	400	824
Self-employed Engineer	Engineer, n.s.	882	696
Tool Mfg.	Machinist	392	637
Wire, n.s. (Mfg)		270	

^{1/} Major industry groupings for some industry & occupation responses can be determined by the occupation. If industry is blank and no additional information is listed on the certificate regarding the industry activity or company name and the occupation is listed as "bookkeeper, secretary, carpenter, etc." code the industry to the service rendered.

^{2/} If additional information indicates personnel type duties, use occupation code "328" for "civil service worker."

^{3/} If specific metal can be ascertained by occupation or geographic information, use more specific industry code.

SECTION IX. - USING REFERENCE MATERIALS TO RESOLVE PROBLEM CASES

A. Introduction

The following procedures provide instructions on using additional reference materials and guidelines for resolving industry and occupation problem cases which could not be coded using only the Alphabetical Index.

B. Useful References

1. Alphabetical Index of Industries and Occupations (**Part 19B manual**), **1998**
2. Standard Industrial Classification (SIC) Manual, **1987**
3. Standard Occupational Classification (SOC) Manual, **1980**
4. Dictionary of Occupational titles (DOT), **1991**
5. Instruction Manual Part 19, Industry and Occupation Coding for Death Certificates, **1999** (Specifically Appendix B and Appendix C)
6. Other Reference Materials; such as College Dictionary, Dictionary of Scientific and Technical Terms

Resolving Problem Cases

INDUSTRY	Situation	Resource
	No Company Name in Industry Question	SIC Manual ^{1/}
	Company Name in Industry Question	State Industrial Directories ^{1/} Dun and Bradstreet State Sales Guide Directories ^{1/} Directory of Corporate Affiliations United States Government Manual Telephone Books Problem Referral Special Cases Wards Directory
	^{1/} NOTE: Convert SIC codes to Census Industry codes using Appendix B.	
OCCUPATION		SOC Manual ^{2/} Dictionary of Occupational Titles (DOT)
	^{2/} NOTE: Convert SOC codes to Census Occupation codes using Appendix C.	

C. Solving Industry Problems

The first step in solving industry problems is to attempt to code the entry using the Alphabetical Index. Always check the Alphabetical Index to be sure the coder did not overlook the industry title and code. Also remember, that the entries may be found in the Index in different word arrangements than found on the death certificate.

If an industry cannot be coded from the Alphabetical Index, determine a code by using one or more of the following reference materials, depending on whether a company name and/or an industry description is reported.

1. No Company Name Reported

a. The Standard Industrial Classification (SIC) Manual

The Standard Industrial Classification (SIC) Manual classifies establishments by type of activity for the purpose of aiding the collection, tabulation, presentation, and analysis of data. The definitions and codes in this manual are used by various government agencies, trade associations, and private research organizations. The industry section of the Alphabetical Index and Classified Index are based on the SIC groupings. The 1990 industry codes corresponding to the SIC codes are listed in Appendix B (page 78).

The SIC Manual is divided into eleven major industrial divisions: Agriculture, Forestry, Fishing; Mining; Construction; Manufacturing; Transportation, Communication, and other Public Utilities; Wholesale trade; Retail trade; Finance, Insurance, and Real Estate; Services; Public Administration; and Non-Classifiable Establishments.

- (1) Each division is subdivided into smaller groups describing the primary activity of a particular establishment such as the principal product or group of products produced or distributed or services rendered.
- (2) Each group is assigned a 2 digit major group code (the first two digits of the four digit SIC code). For example: Major Group 33 - Primary Metal Industries is classified under Manufacturing Division; all industries producing primary metals will have a SIC code beginning with the digits "33."

- (3) Each group is further defined to a specified detailed industry classification which composes the last 2 digits of the SIC code. For example: SIC industry code "3353" refers to "Aluminum Sheet, Plate and Foil" establishments; "3354" refers to establishments producing "Aluminum Extruded Products." Both industries are under minor group 335 - "Rolling, Drawing, and Extruding of Nonferrous Metals." A brief description of each category follows the SIC code and title. Examples of industries falling within the category are also listed under the SIC code and title. See the following illustration.

353 Aluminum Sheet, Plate, and Foil

Establishments primarily engaged in flat rolling aluminum and aluminum base alloy basic shapes such as sheet, plate, and foil, including establishments producing welded tube. Also included are establishments primarily producing similar products by continuous casting.

Coils, sheet: aluminum
Foil, plan aluminum
Plates, aluminum

Sheets, Aluminum
Tubes, welded: aluminum

354 Aluminum Extruded Products

Establishments primarily engaged in extruding aluminum and aluminum base alloy basic shapes such as rod and bar, pipe and tube blooms, including establishments producing tube by drawing.

Bars, aluminum: extruded
Coils, rod: aluminum--extruded
Extruded shapes, aluminum
Pipe, aluminum: extruded

Rods, aluminum: extruded
Tube, aluminum: extruded or drawn
Tube blooms, aluminum: extruded

Use the Industry information to determine which SIC code best fits the description of the company, then convert the SIC code to a 1990 Census code using Appendix B, pages 78-86. For example, companies in the "Aluminum Sheet, Plate, and Foil" industry (3353) are coded "272."

2. A Company Name is Reported

- a. The State Industrial Directories list manufacturing and industrial companies within a state in alphabetical order. Sometimes, these companies are grouped by geography (county and city), by product manufactured or sold, or by the Standard Industrial Classification (SIC) code.

Other helpful information is usually given, such as the company address and telephone number, a list of management personnel, the name of the parent company, if any, a description of the product manufactured or sold and a SIC code.

- b. The SIC code indicates the industry category the company has been assigned and this code must be converted to the 1990 Census industry code using the conversion table in Appendix B, pages 78-86.

For example, if "CHA Industries" was listed as the industry, and the person's place of work is in Menlo Park, California, look up the company name in the California State Directory:

CHA Industries
 Div of Carl Herrmann Assoc
 1215 Chrysler Dr Menlo Park 94025
 (415) 322-4561
 SIC 3811 Estab. 1953 Sales D
 Pres V W Herrmann
 V Pres Carl A Herrmann
 Sec Richard R Herrmann
 Product--high vacuum equipment, thin film
 deposition systems and fixtures, gauges,
 valves, pumps, supplies, accessories
 Employs--45 Export
 Branch Sales Office: 4500 Campus Drive Ste
 356 Newport Beach CA 92660

Convert SIC code 3811 to the 1990 Census industry code "371" using the conversion table in Appendix B, pages 78-86.

c. Another example from the Iowa State Directory lists a company three ways:

Alphabetically	By County	By SIC Code
WEBSTER PROCESSING CO. (A)	WEBSTER COUNTY	SIC 2048
B. #1	WEBSTER PROCESSING CO. (A)	WEBSTER PROCESSING CO (A)
FORT DODGE	B. #1	B. #1
MAILING ADDRESS	MAILING ADDRESS	MAILING ADDRESS
P.O. BOX 953	P.O. BOX 953	P.O. BOX 953
FORT DODGE, IOWA 50501	FORT DODGE 50501	FORT DODGE 50501
	TELEPHONE NO. 515 576-1175	CLARKE SCHILL, PRES.
		TELEPHONE NO. 515 576-1175
	HYDROLYZED FEATHER	
	MEAL.	
	PACKAGE.	
	STABILIZED ANIMAL	
	FEEDING FAT.	

The SIC code "2048" is converted to Census code "110."

The alphabetical listing is useful in locating an address of the company listed. The listing by county will sometimes give the product manufactured or sold. Use this information to find a SIC code using the SIC alphabetical index. Use Appendix B, pages 78-86 to convert the SIC code to a census code.

D. Solving Occupation Problems

The first step in resolving an occupation problem is to attempt to code the entry using the Alphabetical Index. Always check the Alphabetical Index to be sure the coder did not overlook the occupation line with the correct code. Remember, also, that the answer may be found in the Index in a different word arrangement than found on the certificate. If an occupation cannot be coded from the regular materials, determine the code using one or more of the following reference materials.

1. Standard Occupational Classification (SOC) Manual

- a. This manual includes most of the occupations found in the U.S. economy and is used by governmental agencies, professional associations, labor unions, and private research organizations.

The SOC is structured on a four-level system: division, major group, minor group, and unit group. Use the following titles from the SOC Manual to understand this structure.

- (1) A title without any SOC numbers listed with the description is a division:
EXECUTIVE, ADMINISTRATIVE AND MANAGERIAL OCCUPATIONS
(pg. 33 SOC Manual)
- (2) The two digit SOC categories are called major groups
11 - Officials and Administrators, Public
Administration (pg. 34 SOC Manual)
- (3) The three digit SOC categories are called minor groups
111 - Legislators (pg. 34 SOC Manual)
- (4) The four digit groups are called unit groups
1131 - Judicial, Public Safety and Corrections
Administrators (pg.34 SOC Manual)

Some three digit SOC categories do not have any four digit categories. However, most three digit categories will have two or more four digit categories.

- b. The structure of the SOC is more detailed than the Census classification system. Most of the titles in the SOC are taken from another reference called the Dictionary of Occupational Titles, commonly called "DOT."

The Alphabetical Index of Occupations in the SOC (pgs. 364-543) contains a listing of SOC codes, occupation titles, Census codes (for a selected few occupations), DOT industry codes and DOT identification codes.

SOC	Title	Census	Industry	DOT
4632	Administrative clerk	249	.	219362010
149	Administrative secretary	138	.	169167014
121	Administrator, hospital	573	.	187117010
127	Administrator, social welfare	705	.	195117010
4699	Admissions evaluator	335	.	205367010
4514	Admitting officer	573	.	205137010
145	Advance agent	133	.	191167010
4662	Advertising clerk	314		
4756	Advertising clerk	699	.	247387014
4752	Advertising-dispatch clerk	699	.	247387014
8769	Advertising-material distributor	138	.	230687010
4662	Advertising-space clerk	699	.	247387018
4712	Advice clerk	375	.	216382014
7632	Adzing-and-boring-machine operator	962	.	669682010
389	Aerial-photograph interpreter	425	.	029167010
8316	Aerial-tram operator	133	.	159247014
328	Aerialist	133	.	159247014
1622	Aerodynamist	123	.	002061010
1622	Aeronautical engineer	705	.	002061014
1622	Aeronautical test engineer	123	.	002061018
1622	Aeronautical-design engineer	123	.	002061022

Use the two, three, or four digit SOC codes to find the Major, Minor, or Unit groups in the SOC.

The Census codes listed under the heading CENSUS are 1970 Census occupation codes. These outdated codes should not be used.

Appendix A (SOC pg. 544) will give an explanation of the codes under the heading "Industry." These are DOT industry codes.

The nine digit listing under the heading DOT is the DOT identification number.

3. Dictionary of Occupational Titles (DOT)

- a. This dictionary gives a comprehensive list of job titles in the U.S. and a description of the kind of work performed. Jobs are grouped into occupations based on their similarities in work performed and type of industry in which these occupations are found. Alternate job titles (if any) and undefined related titles (if any) are listed along with the DOT code and industry designation.

There are three different arrangements of occupational titles in the DOT; the occupational group arrangement, the index of industry titles arrangement and the industry arrangement. The preferred and most comprehensive use of the DOT is the identifying of occupations using the occupational group arrangement. The use of this arrangement is simplified if there is a clear description and the relevant facts are known about the occupation. From these facts, try to classify the occupation into one of the occupational categories. Each title in the DOT is identified by a unique nine digit code that is based on this occupational group arrangement. This nine digit code is divided into three groups of codes. Each set of three digits in the nine digit code numbers has a specific purpose. The group structure of the nine digit grouping is:

- (1) 1st group - the Occupational category
- (2) 2nd group - the Data, People, Things category
- (3) 3rd group - the Alphabetical order of titles

For example:

001 ARCHITECTURAL OCCUPATIONS

This group includes occupations concerned with the design and construction of buildings and related structures, or landscaping, and/or floating structures, according to aesthetic and functional factors.

001.061-010 ARCHITECT (profess. & kin.)

Provides professional services in research, development, design, construction, alteration, or repair of real property, such as private residences, office buildings, theaters, public buildings, or factories: Consults with client to determine functional and spatial requirements and prepares information regarding design, specifications, materials, equipment, estimated costs, and building time. Plans layout of project and integrates engineering elements into unified design. Prepares scale and full size drawings and contract documents for building contractors. Furnishes sample recommendations and shop drawing reviews to client. Assists client in obtaining bids and awarding construction contracts. Supervises administration of construction contracts and conducts periodic on-site observation of work in progress. May prepare operating and maintenance manuals, studies, and reports.

DOT Entry 001. 061-010 Architect

The first entry of the first set of three digit codes listed with the description of the occupation is the occupational category.

Try to classify the industry listed on the death certificate into one of the nine primary occupational categories listed in figure 1.

Figure 1. Occupational Categories

0/1	Professional, technical, and managerial occupations
2	Clerical and sales occupations
3	Service occupations
4	Agricultural, fishery, forestry, and related occupations
5	Processing occupations
6	Machine trades occupations
7	Benchwork occupations
8	Structural work occupations
9	Miscellaneous occupations

In the above example:

0 = Professional, technical and managerial occupations

The second two digits of the first set of numbers are the occupational divisions (see figure 2).

01 = Occupations in architecture, engineering and surveying

These divisions are grouped similar to the occupational categories discussed earlier.

Figure 2. Two Digit Occupational Divisions

	PROFESSIONAL, TECHNICAL, AND MANAGERIAL OCCUPATIONS
00/01	Occupations in architecture, engineering, and surveying
02	Occupations in mathematics and physical science
04	Occupations in life sciences
05	Occupations in social sciences
07	Occupations in medicine and health
09	Occupations in education
10	Occupations in museum, library, and archival sciences

The middle three digits are the "Data, People, Things" category (figure 3).

Data - 0 = synthesizing
 People - 6 = speaking - signaling
 Things - 1 = precision working

This set of numbers measures the relationship of the job to these categories. From figure 3 note the ascending order of skill level - the lower the score, the higher the skill. An occupation described as analyzing and coordinating data is assigned a 0, 1, or 2 rating. Occupations described as dealing with people or animals in instructing, supervising, or soliciting will be assigned a low rating. Similarly, occupations which deal with setting up, operating, or manipulating will be assigned a 0, 2, or 4 rating. (See DOT pg. XIX for more details.)

Figure 3. The Middle Three Digits of the DOT Code

DATA (4th Digit)	PEOPLE (5th Digit)	THINGS (6th Digit)
0 Synthesizing	0 Mentoring	0 Setting Up
1 Coordinating	1 Negotiating	1 Precision Working
2 Analyzing	2 Instructing	2 Operating-Controlling
3 Compiling	3 Supervising	3 Driving-Operating
4 Computing	4 Diverting	4 Manipulating
5 Copying	5 Persuading	5 Tending
6 Comparing	6 Speaking-Signaling	6 Feeding-Offbearing
	7 Serving	7 Handling
	8 Taking Instructions-Helping	

The third set of digits indicate the alphabetical order of titles within a 6 digit code group (for example, 010). A number of occupations may have the same first six digits but no two can have the same nine digits. If a 6-digit code is applicable to only one occupation title, the final three digits are always 010. If there is more than one occupation with the same first six digits, the final three digits are usually arranged in alphabetical order of titles in multiples of four (010, 014, 018, 022, etc.).

Figure 4. Three Digit Occupational Groups

PROFESSIONAL, TECHNICAL, AND MANAGERIAL
OCCUPATIONS

00/01 Occupations in architecture, engineering, and surveying
 001 Architectural occupations
 002 Aeronautical engineering occupations
 003 Electrical/electronics engineering occupations
 005 Civil engineering occupations
 006 Ceramic engineering occupations
 007 Mechanical engineering occupations
 008 Chemical engineering occupations
 010 Mining and petroleum engineering occupations
 011 Metallurgy and metallurgical engineering occupations
 012 Industrial engineering occupations
 013 Agricultural engineering occupations
 014 Marine engineering occupations

- b. The DOT code is a unique code for identifying a particular occupation. Each DOT code is assigned a SOC code in the SOC manual and this SOC code can be converted into a 1990 Census occupation code.

For example, in the following illustration, the occupation "supervisor, tree-fruit-and-nut farming" 403. 131-010 is listed under DOT code 403 - Fruit and Nut Farming occupations. An explanation of the kind of occupations found under DOT code 403 will be given for that occupation group.

403 FRUIT AND NUT FARMING OCCUPATION

This group includes occupations concerned with growing and harvesting fruit and nut crops. Occupations concerned with propagating and growing plants and tree stock for fruit and nut farms are classified in Group 405.

403.131-010 SUPERVISOR, TREE-FRUIT-AND-NUT FARMING
(agric.) supervisor, grove; supervisor, orchard,
Supervises and coordinates activities of workers engaged in cultivating, pruning, spraying, thinning, propping, and harvesting tree crops, such as apples, lemons, oranges, peaches, and pecans: Assigns trees, rows, or blocks of trees to workers. Directs workers in spacing, thinning, irrigating, fertilizing, spraying, and pruning trees and in harvesting fruit. Issues ladders, pruning tools, and picking bags or buckets to workers. Inspects harvested fruit for bruises, maturity, and improper harvesting defects. Performs other duties as described under SUPERVISOR (and ind.). May dig up soil samples from various locations in grove to send to laboratory for analysis, using auger or shovel. May examine trees for blight and insect infestation and record degree of damage and location of affected trees. May requisition and purchase farm supplies, such as insecticides and machinery lubricants. May hire and discharge workers. May prepare daily tally sheets of worker hours and production.

For a description of the duties of a "supervisor, tree-fruit-and-nut" read the text following the occupation title.

- c. All job titles in the DOT and the SOC Manual are listed alphabetically in the SOC. For example, if the industry and occupation entries were:

Industry: Farm
Occupation: Caprifying figs

Look up "fig caprifrier" in the SOC Manual under the alphabetical listing. Find the job title cross referenced with SOC codes. DOT (not Census) industry codes, and DOT occupational codes.
(NOTE: Several job titles do not have DOT codes.)

1449	Field-contact technician	313	162117026
1644	Field-map editor	705	018262010
6175	Field-mechanical-meter tester	532-679-687	953281010
772	Field-ring assembler	341	721484014
1622	Field-service engineer	123	002167014
6171	Field-service engineer	683	826261010
239	Field-service representative	123-125	621221010
5614	Fig caprifrier	116	403687014
6179	Figure refinisher and repairer	741	739381034
4596	File clerk I	249	206362010
4696	File clerk II	249	206367014
7513	File cutter	294	605685014
1722	File-system installer	055	
7758	Filer	484	700684034
7755	Filer and sander	964	705684018

Use Appendix C to convert the SOC code to a 1990 Census code (pages 87-102).

- d. To determine how the job title relates to other titles, use the SOC code to find the job in the SOC Manual. For example, SOC code "5614" for a fig capriflier is listed under the unit group "Orchard and Vineyard and Related Workers."

AGRICULTURAL, FORESTRY AND FISHING OCCUPATIONS

5614 Orchard and Vineyard and Related Workers (Hand)

This unit group includes occupations involving the planting, cultivating, spraying, pruning, and harvesting of fruit such as oranges, grapefruit, apples, peaches, and grapes, etc. May drive truck to transport farm products, material, or workers.

Farm worker, fruit II	116	. .	406387010
Fig capriflier	116	. .	403687014
Harvest worker, fruit	116	. .	403687018
Vine pruner	116	. .	403687022
Sprayer, hand	116	. .	403684014
Tree pruner	116	. .	403684018

- e. The Alphabetical Index of occupational titles (pgs. 1225-1404) and the Alphabetical Index of occupational titles by industry (pgs. 1027-1224) should make the DOT a useful coding reference for occupation entries.